



FULL COUNCIL MEETING

DRAFT MINUTES

May 20, 2011

8:30 a.m. . 12:00 p.m.

Arizona Department of Administration
100 North 15th Avenue, 3rd Floor Conference Room
Phoenix, Arizona 85007

A meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on May 20, 2011 at the Arizona Department of Administration Building, Third Floor Conference Room, 100 North 15th Avenue, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

MEMBERS PRESENT IN PERSON

Susie Cannata
David Copins
Greg Devorce
Joyce Millard Hoie
Karla Phillips, Vice Chair

Monica Cooper
David Cutty
Will Humble, Chair
Ed Myers
Rhonda Webb

MEMBERS PRESENT VIA TELECONFERENCE

Barbara Brent (1 hr. only)
Richard Carroll
John Eckhardt

Leslie Cohen
Tim Martin

MEMBERS ABSENT

John Black
Matt McMahon
Elmer Saufkie

Colette Chapman
Charles Ryan
Rosemarie Strout

STAFF & GUESTS PRESENT

Jamie Bennett
Steve Gaarder
Beth LaZare
Larry Clausen
Lani St. Cyr

Clarence Carter
Karen Hellman
BJ Tatro
Marcella Crane
Shelly Adams

A. Call to Order

Chairman Will Humble welcomed everyone to the meeting and thanked the ADDPC staff, Susie Cannata and the Budget/Grants Committee for their diligent work. Council members and guests were asked to introduce themselves. The meeting was called to order at 8:33am with 15 council members present and quorum achieved.

Conflicts of Interest:

Chairman Humble asked Council members to review the agenda and state their conflict of interests. Noted are the following:

1. Leslie Cohen will abstain from voting on agenda item E.1.c. Budget/Grants Committee Recommendation Renewals for University of Arizona Sonoran UCEDD.
2. Joyce Millard Hoie stated she has a working relationship with Pilot Parents of S. Arizona.

B. Approval of Minutes

The December 10, 2010 minutes were reviewed. A Motion was made by Susie Cannata to approve the minutes after completing items K & L. The Motion was seconded by Joyce Millard Hoie. Motion carried.

C. Budget Overview

Lani St. Cyr, ADDPC Fiscal Manager, reviewed Focus on Fiscal Year 2010 handout. Lani discussed the amount of FFY 10 dollars to obligate. A question was raised on administrative budget and why the amount is different in FFY 10 from FFY 09. Lani explained that the prior Council had more personnel costs that were paid from the 2009 budget. The difference in Administrative costs also included office space/rent which the current Council does not incur.

D. Meet & Greet with DES Director

Chairman Humble postponed agenda item D until the arrival of Clarence Carter, scheduled to speak at 10:00 a.m.

E. Budget/Grants Committee Recommendations

Susie Cannata, chair of Budget/Grants Committee, explained the second year funding requests and introduced Marcella Crane, ADDPC Contracts Manager, to review the items on agenda.

1. **Renewals** - all continuations of renewals are for July 1, 2011 . June 30, 2012.

a. Pilot Parents of Southern AZ; Requesting \$45,000

Pilot Parents of Southern Arizona is contracted for the Partners in Policymaking Program, a statewide advocacy and leadership program for parents of children with disabilities and for young adults who want to further themselves as self-advocates. Partners in Policy making is a nationally recognized program originally developed by the Minnesota Governor's Council on Developmental Disabilities. The program has been adapted to meet the unique challenges in Arizona. The program is an essential tool for affecting change around public policies relating to disability issues.

Year 2 funding will support the program staff, staff travel for recruitment, with an emphasis to recruit from outside of Pima County. Other program costs include meeting space, national speaker fees and their travel costs as well as the costs associated for

the participants (lodging, per diem, travel, respite care). Indirect costs are also part of the budget.

b. AZ Native American Disability Law Center; Requesting \$49,050

The Native American Disability Law Center (NADLC) is contracted to improve the Navajo Housing Authority policies, procedures and application process to make their housing program and services easier to access. In addition, the NADLC by the end of the contract first contract year will develop a housing guide to educate individuals with developmental disabilities and their families and caregivers about Northern Arizona's affordable and accessible housing options, and the services and supports available to help people live independently in their own communities.

Year 2 funding will support the current progress being made by the NADLC in working with the Navajo Housing Authority to streamline the housing services and processes, and to assist individuals with developmental disabilities to access their services. In addition, the Housing Guide will be completed by the end of the first contract year and will be distributed to both Hopi and Navajo families. The third objective for the second year program is to do additional outreach to the Hopi Reservation, by conducting a needs assessment on housing, researching Hopi housing programs and laying the groundwork with the Hopi Tribe so that housing services and supports are available.

The costs associated with Year 2 will support staff, operating supplies, staff travel to various locations on the Navajo and Hopi reservation, cost of rental space, and the costs for a personal care attendant for a key staff member of the NADLC. Indirect costs are also part of the budget.

c. University of Arizona, Sonoran UCEDD; Requesting \$61,369

The Sonoran UCEDD was funded to develop, implement and evaluate the %AZ Community Living Now+ education program on Arizona options for affordable and accessible housing. The objectives for the first year contract have been completed: Creation of the project website, delivery of six educational trainings on housing related topics through the use of video-conference at five sites and the development of networks and collaboration through dissemination of the information.

Year 2 funding will enhance and expand the first year program by developing a user-friendly manual for individuals with developmental disabilities and their families and support providers on topics that will assist them in designing a housing plan to meet their unique needs. The manual will focus on affordable and accessible housing, different housing options, legal concerns, and housing plan development that includes where to live and whom to live with. The housing manual will be available in hard copy (print in English/Spanish), and online through the existing %AZ Communities Living Now+ website. The creation of the manual and web-based module will provide another mechanism for the disability community to access and share information. The manual will be field tested at a minimum of two rural sites before final publication and dissemination to ensure the manual is user friendly, clear and has helpful information. The sites have not been identified, however, the Sonoran UCEDD Community Advisory Board and ADDPC will be asked for suggestions.

The costs associated with Year 2 will support staff, printing of the manuals (500 copies), travel to communities, and Spanish translation of the manual, research/editing of the

manual, and development of the on-line manual. Indirect costs are also part of the budget.

A Motion was made by Dave Cutty to approve the second year contracts for Pilot Parents of Southern AZ, Native American Disability Law Center, and Sonoran UCEDD, with clarifications as submitted and reviewed by the Grants Committee. The Motion was seconded by Monica Cooper. Discussion: Council members asked various questions pertaining to the grantees budget, match, length of the contract year, and participation by family members from rural counties. All questions were addressed either by Susie Cannata, Larry Clausen or Marcella Crane. Motion carried. Leslie Cohen abstained from voting.

d. Best Buddies

Susie Cannata discussed the renewal application received from Best Buddies was incomplete and lacked specificity on program success, training, staffing issues, implementation and budget. A clarification process was conducted with Best Buddies to compile additional information for the Grants Committee to review. However, the Committee felt the additional information was still unclear. In addition, staff discussed the two key outstanding issues that were still unresolved with Best Buddies. 1) Additional information was requested on the second narrative report submitted on April 15th, as the programmatic report was vague and missing key information on the status of the project. 2) Staff also conducted a financial review of their backup documentation for expenses made to the program from January 1, 2011 - March 31, 2011 and found numerous expenditures that were not part of the approved budget and lack of documentation. Both issues were still being addressed directly with Best Buddies. Upon hearing the concerns from staff, the Grants Committee felt a second year award would not be appropriate at this time.

Council members expressed that staff should continue to work with them on their first year contract and to inform them that future funding would be an option when an Executive Director is hired in Arizona. Chairman Humble specifically stated that he is familiar with the BUILD program and knows that this program is an active and life changing program for young adults to learn public speaking skills. It leads to these young individuals to become better self-advocates. Greg Devorce stated that he is a public speaker for the Best Buddies as an Ambassador and loves to tell other groups his story.

2. New RFGA's – June 2011

Larry Clausen explained that approximately \$475,000 of FFY 10 will need to be obligated by September 30, 2011. To achieve that purpose, four scopes of work have been drafted to discuss and approve so that four separate Request for Grant Applications (RFGAs) will be released in early June for potential applicants to apply.

a. Transportation Project \$200,000

The goal of this scope of work is to develop community-based transportation models, that when implemented, will address transportation needs such as access to work, school, healthcare and community resources in Arizona cities and towns with a population of 82,000 or less.

These communities will be the focus to develop transportation models for piloting approaches to increase transportation services, stressing the use of existing resources, collaboration, innovation and sustainability. Such transportation models

should be designed for maximum replication in other Arizona communities. The total amount of funding available for this Scope of Work is \$200,000.

A Motion was made by Ed Myers to approve the Transportation scope of work for \$200,000, with amended changes as recommended by Council members. The Motion was seconded by Joyce Millard Hoie. Discussion: Council members suggest that research of transportation barriers should not be significant part of proposal and that more effort be tailored for pilot development and implementation. Language is also recommended to amend to ~~include families~~. Motion carried.

b. Self-Advocacy Planning & Support Project \$100,000

The goal of this scope of work is to assist organizations in capacity building so that they may provide self-advocacy services to persons with developmental disabilities and their families, in becoming more effective in developing self-advocacy skills among their consumers/constituents. The total amount of funding available for this Scope of Work is \$100,000.

A Motion was made by Joyce Millard Hoie to approve the Self-Advocacy Planning & Support Project scope of work for \$100,000, with amended changes as recommended by Council members. The Motion was seconded by Greg Devorce. Discussion: Council members asked for clarification on the purpose of this RFGA and how it is different from the other RFGA on Self-Advocacy Development Project. Larry Clausen stressed that this RFGA will support and enhance current self-advocacy groups. A change that will be added to the RFGA is that contractors should have expertise in working with persons with d.d. and their families. This requirement will be asked of all applicants as part of their organizational bio and personnel bio~~s~~. Motion carried. Monica Cooper abstained from voting.

c. Self-Advocacy Development Project \$50,000

The goal of this scope of work is to make funds available for persons with developmental disabilities, including self-advocates, and families of children/adults with developmental disabilities to participate in conferences, workshops and other training opportunities that will increase their knowledge and ability to become effective self-advocates. The total amount of funding available for this Scope of Work is \$50,000.

A Motion was made by Joyce Millard Hoie to approve the Self-Advocacy Development Project scope of work for \$50,000, with amended changes as recommended by Council Members. The Motion was seconded by Rhonda Webb. Discussion: Staff clarified that other state councils address this issue differently. Per federal and state guidelines, the ADDPC is not allowed to provide any type of direct funding to self-advocates and their family members to attend a workshop or conference that will enhance their content knowledge and skills. This RFGA will address this issue. Changes will be made to the scope of work to ensure that enhanced skill profile is addressed. Motion carried.

d. Wellness Care Education \$215,000

The goal of this scope of work is to develop and implement various strategies and approaches to reduce the risks associated with specific health conditions common among persons with developmental disabilities that may be attributed to

life-style behaviors. Certain risk factors should be the focus such as physical inactivity and nutrition disorders such as obesity, metabolic disorders such as diabetes, mood disorders, and cardiovascular disease. The total amount of funding available for this Scope of Work is \$215,000.

A Motion was made by Karla Phillips to approve the Wellness Education & Prevention Project scope of work for \$215,000, with amended changes as recommended by Council members. The Motion was seconded by Joyce Millard Hoie. Discussion: Council members appreciated this scope of works and recommended changes to incorporate adolescents and young adults that are transitioning and Healthcare/Wellness is a key issue for them. This will also lead to better outcomes for tracking. Staff will make recommended changes in the scope of work. Motion carried.

Agenda Item D: DES Director Clarence Carter

Before Mr. Carter made a few remarks, Beth Kohler Lazare, Policy Advisor to Governor Brewer, attended the first part of the meeting and thanked the Council for all of their hard work. She read the State Plan and believes the Council is making an important impact on developmental disabilities issues. Ms. Lazare also stated that she felt invested in the success of the Council, is glad to see the Council is focusing on exactly the right things, empowering individual voices, and that policy makers have one perspective.

Will Humble introduced the new DES Director, Clarence Carter. Mr. Carter spoke of his experience in various governmental organizations, with a focus on human services. His remarks centered on his objectives to achieve with DES and how the Council can collaborate with DES.

BREAK

E. 3. Grant Writing Workshop

Larry Clausen reported that the three Grant Writing Workshops that were completed in April and May were a success. Approximately 80 individuals signed up for a ½ day workshop either in Tucson, Phoenix or Flagstaff. The workshops were facilitated by Pima Prevention Partnership (PPP), a vendor on state contract. PPP produced the Manuals each with a CD, PowerPoint and two facilitators presented at each location. ADDPC staff attended each workshop and offered support.

Feedback provided by many of participants suggest that they would like a more of in-depth workshop to cover all of the basics of how a grant proposal is developed, including the evaluation process, and expectations for contract monitoring. ADDPC staff is recommending to the Grants Committee for PPP to conduct an additional two workshops that will be for up to 8 hours at Phoenix and Casa Grande or Tucson. The total cost is not to exceed \$10,000.

A Motion was made by Dave Cutty to approve two additional Grant Writing Trainings at a cost not to exceed \$10,000 by PPP. The Motion was seconded by Rhonda Webb. Motion carried.

4. Integrated Employment Project \$150,000

Larry Clausen discussed the opportunity to partner with the L. William Seidman Research Institute at ASU for a comprehensive project (year 1) leading to a design, strategy and pilot stages in years 2-5, on Integrated Employment. In Arizona, competitive employment is currently limited for persons with developmental disabilities. The partnership with ASU

would result in a comprehensive review of current practices, leading to the identification and implementation of a series of recommendations that will enhance the potential for inclusion for persons with developmental disabilities and bring about significant systems change.

The original amount set aside was \$100,000. In a recent conversation with ASU, they are projecting that the cost for year one will exceed the \$100,000, and Larry is requesting an approval of \$150,000 for the first year.

Discussion by Council members centered on several areas of concern. Several Council members were concerned about the large amount of money going towards research when there is already a body of literature and research on Integrated Employment practices. Several names of entities conducting this type of work were mentioned and that it would be beneficial for the Council to tap into this ongoing work instead of reinventing the wheel. A second concern discussed by Council member is the proposal lacks long term implementation and evaluation phases for just a one year contract. It would be more appealing if a pilot project(s) could be the main focus with specific outcomes to track and tied to the Council's new State Plan goal on Employment. Concerns were raised about the timing to obligate the dollars prior to September 30th and if there was time to request additional information from ASU to clarify and provide additional information back to the Council.

A Motion was made by Leslie Cohen for staff to request additional information and to request from ASU a revised proposal for review by the Executive Committee. The Motion was seconded by Ed Myers. Discussion: Several Council members still had concerns with not having enough information to review and could not vote on obligating funds; also that the materials produced by ASU should be family and consumer friendly to understand, and information should lead to policy recommendations for change in Arizona. Staff would take concerns back to ASU to further revise the proposal and to set up an Executive Committee meeting for possible approval. Motion carried.

5. Public Policy Consultant

Larry Clausen reviewed the draft Scope of Work for the Public Policy Consultant. The purpose for seeking a consultant is to provide consultation services in the areas of state and national, political, social and consumer issues and trends affecting persons with developmental disabilities and their families. The consultant will conduct research, development of policies and position papers, and assistance in public policy activities related to the Council and the development of the Five Year State Plan.

A Motion was made by Susie Cannata to approve the ADDPC to enter into an ISA with ASU for one year, at a cost not to exceed \$50,000 for Public Policy Consulting. The Motion was seconded by Joyce Millard Hoie. Motion carried.

6. Legal Manual Printing Cost

Larry Clausen explained that the Arizona Center for Disability Law (ACDL) has completed the process to revise the Legal Manual and the printing costs would be covered by the ADDPC. 1300 copies will be printed, of those 300 in Spanish. The ACDL is planning to conduct training on the Legal Manual in four (4) rural sites across the state in July 2011. The Legal Manual will be available on the Council website, and ADDPC members will be notified of the training dates and location.

A Motion was made by Susie Cannata to approve the Legal Manual printing costs not to exceed \$11,000. The Motion was seconded by Monica Cooper. Motion carried. Ed Myers abstained from voting.

7. ADDPC New Website

Larry Clausen discussed the ADDPC Website redesign with committee members. The purpose of proceeding with this activity is to develop and improve our current website so that it is more accessible and appealing to persons with developmental disabilities and their families, stakeholders in the community, and policymakers. The development of the website will also apply a variety of visual and auditory tools to meet multiple interests and needs. Access to social media such as Facebook will also be a strong component of the website.

Larry has been in communication with DES, Division of Technology Services (DTS) to seek a qualified vendor under contract with DTS who has demonstrated competencies in developing websites that address the needs of the ADDPC while maintaining compliance with the Arizona Government Information Technology Agency (GITA) requirements and standards for government website development. It is anticipated that the total cost to secure a qualified vendor would not exceed \$80,000.

Council members expressed concerns that the cost of the new web design is excessive and is not normally that high in the private sector. Also, Council members questioned what would be gained by spending that amount of money on a new website that is still located on a government domain such as DES and would there be the possibility to have a website on DES that is impressive and eye catching for families and consumers? Larry stated that DES IT will take the lead on working with the vendor to ensure that the new website is consistent with GITA, and to make it as appealing as possible for the constituents that we serve. Larry also stated that the Chair would seek approval from the Governor's Office to move the website to DES from the Governor's Office. Once approved it is anticipated that the development will be done by the end of the year.

A Motion was made by Joyce Millard Hoie to approve a vendor to redesign the website for the Council on DES's mainframe not to exceed \$80,000. The Motion was seconded by Susie Cannata. Discussion: Chairman Humble will seek approval through the Governor's Office. Larry Clausen would take concerns back to DES IT division for their feedback and to incorporate changes as necessary. Motion Carried by 12 ayes. Two nays: Karla Phillips and Dave Cutty.

8. AAIDD Annual Conference

Larry Clausen explained that the American Association on Intellectual and Developmental Disabilities (AAIDD) is hosting their annual conference in St. Paul, Minnesota from June 5-9, 2011. Larry is requesting approval from the Grants Committee for his attendance and travel costs not to exceed \$2,254 as a program (Quality Assurance) expense. The Council is a member of the AAIDD and pays annual dues to the organization.

A Motion was made by Dave Cutty to approve Larry's attendance at AAIDD's Annual Conference, at a cost not to exceed \$2,254. The Motion was seconded by Rhonda Webb. Motion carried.

F. Review & Approval of FFY 2011-2016 State Plan

The agenda was clarified that the Council will not be voting on approving the draft of the State Plan; However, this will be the first read of the 2012-2016 State Plan that will be released for public comment for 45 days. A Motion was made by Ed Myers to amend the Council agenda to reflect the change. The Motion was seconded by Dave Cutty.

Discussion: Information received from the public comment period will be reviewed by the Administrative/Planning and Executive Committee prior to a full Council meeting that will be scheduled in early August prior to the August 15th deadline date for submission. Changes to the draft of the State Plan may be recommended if the changes are substantial. Motion carried.

Both consultants BJ Tatro and Dr. Gaarder have been instrumental in pulling the comprehensive review data together to support the Council's State Plan draft. In addition, most Council members participated in several meetings to flush out language for the Goals, Objectives and Strategies that will be undertaken by the Council in the next five years. BJ thanked all those involved and also thanked the public members that also contributed to the draft. This process is for the Council to review the draft and approve it for release for 45 days to receive public comment by survey and community forums.

Questions were asked about the format of the State Plan and how the target number was arrived at. The template was provided to all state councils to use by ADD and councils have to show output/outcome numbers to report on progress, as a requirement by ADD.

G. Next Meeting Date

Replacing August 12th for Friday, September 16, 2011

9:00am . 12:00pm, same place

Larry Clausen stated that the Planning/Administrative Committee and Executive Committee will be convened to discuss several Council activities, including the approval of the State Plan once public comment is received and reviewed and the Council Bylaws and MOU with DES as a Council Designated State Agency (DSA). A Grants Committee meeting will also be scheduled prior to the Sept. 16th meeting to review applications for award. Additional information will be forthcoming for all meetings.

H. Call to the Public

None

I. Adjournment

Chair adjourned the meeting at 11:34am. Quorum was dissolved at 11:30 am with several Council members excusing themselves from the meeting.